

RIGHT-OF-WAY PERMIT APPLICATION

ROW _____ - _____

- ☐ ROW USE
☐ ROW EXCAVATION



ADDRESS OF ROW ACTIVITY: _____

A. APPLICANT/AGENT INFORMATION:	D. EXCAVATIONS:
APPLICANT NAME: _____	# PAVEMENT* EXCAVATIONS : _____ *PAVEMENT INCLUDES: IN OR UNDER CONCRETE, ASPHALT, GRAVEL
E-MAIL: _____	# NON-PAVEMENT* EXCAVATIONS: _____ *DIRT/GRASS ONLY
COMPANY: _____	
ADDRESS: _____	
CITY, STATE, ZIP: _____	E. TRAFFIC CONTROL DEVICES*:
24-HR EMERGENCY CONTACT NAME: _____	* PROVIDING NECESSARY TRAFFIC CONTROL IS YOUR RESPONSIBILITY
24-HR CONTACT PHONE #: _____	<input type="checkbox"/> CONES <input type="checkbox"/> ARROWBOARD
LIC. #: _____ LIC. #: _____ COMPANY LICENSE # INDIVIDUAL AGENT #	<input type="checkbox"/> LIGHTED BARRELS <input type="checkbox"/> TYPE 3 BARRICADES
<input type="checkbox"/> IS THIS AN EMERGENCY? <input type="checkbox"/> ARE YOU A CERTIFIED UTILITY?	<input type="checkbox"/> CONTROLLERS/FLAGGERS <input type="checkbox"/> ILEA OFFICER
SUBCONTRACTOR INFORMATION	F. METERS: <input type="checkbox"/> \$19 OR <input type="checkbox"/> \$24 X # OF DAYS = \$
(LIST ALL COMPANIES WORKING UNDER PRIMARY CONTRACTOR PERMIT)	# OF METERS RESERVED/BLOCKED: _____
COMPANY: _____ LIC. #: _____	METER NUMBERS*: _____ *IT IS THE RESPONSIBILITY OF THE APPLICANT TO VERIFY METER NUMBERS BEING RESERVED/BLOCKED
B. WORK DESCRIPTION:	G. IS THIS A <input type="checkbox"/> DPW* <input type="checkbox"/> CEG* <input type="checkbox"/> INDOT* PROJECT?
<input type="checkbox"/> CONTAINER PLACEMENT <input type="checkbox"/> BANNER <input type="checkbox"/> SCAFFOLDING (BLDG. DEPT. APPROVAL REQUIRED)	PROJECT NAME: _____
<input type="checkbox"/> OTHER (EXPLAIN): _____	PROJECT #: _____
	PROJECT MGR.: _____
	PROJECT MGR. #: _____
C. AREAS TO BE AFFECTED/RESTRICTED:	*DPW = DEPARTMENT OF PUBLIC WORKS *CEG = CITIZENS ENERGY GROUP *INDOT = INDIANA DEPARTMENT OF TRANSPORTATION
AREA 1: STREET NAME: _____	H. IS PERMIT A RESULT OF A VIOLATION?
<input type="checkbox"/> PARTIAL CLOSURE <input type="checkbox"/> TOTAL CLOSURE*	<input type="checkbox"/> YES* <input type="checkbox"/> NO <input type="checkbox"/> VIO <input type="checkbox"/> -
<input type="checkbox"/> SIDEWALK <input type="checkbox"/> SHOULDER <input type="checkbox"/> BIKE LANE <input type="checkbox"/> OTHER _____	I. INDEMNIFICATION AGREEMENT:
CULTURAL/TRAIL? <input type="checkbox"/> Y <input type="checkbox"/> N BLUE INDY? <input type="checkbox"/> Y <input type="checkbox"/> N INDYGO? <input type="checkbox"/> Y <input type="checkbox"/> N	The petitioner/applicant hereby agrees to hold harmless, defend and to indemnify the Department of Code Enforcement and the City of Indianapolis from or against all claims, action, damages and expenses, including but not limited to reasonable attorney's fees or any alleged injury and/or death to any person or damage to any property arising, or alleged to have arisen out of any act of commission or omission on the part of the petitioner/applicant, his/her heirs, successors, or assigns regardless of whether such acts are the direct or indirect result of the public right-of-way use pursuant to this permit grant. I AFFIRM, UNDER THE PENALTIES FOR PERJURY, THAT THE FOREGOING REPRESENTATIONS ARE TRUE.
TRAFFIC LANES? <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> ALL PARKING LANES? <input type="checkbox"/> 1 <input type="checkbox"/> 2	PRINT NAME: _____
START DATE: _____ END DATE: _____ # OF DAYS: _____	SIGNATURE: _____
AREA 2: STREET NAME: _____	DATE: _____
<input type="checkbox"/> PARTIAL CLOSURE <input type="checkbox"/> TOTAL CLOSURE*	J. NOTARY* USE ONLY:
<input type="checkbox"/> SIDEWALK <input type="checkbox"/> SHOULDER <input type="checkbox"/> BIKE LANE <input type="checkbox"/> OTHER _____	*NOTARIZE FOR ANY APPLICANT NOT A GENERAL CONTRACTOR.
CULTURAL/TRAIL? <input type="checkbox"/> Y <input type="checkbox"/> N BLUE INDY? <input type="checkbox"/> Y <input type="checkbox"/> N INDYGO? <input type="checkbox"/> Y <input type="checkbox"/> N	SUBSCRIBED AND SWORN TO BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE,
TRAFFIC LANES? <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> ALL PARKING LANES? <input type="checkbox"/> 1 <input type="checkbox"/> 2	THIS _____ DAY OF _____, YEAR _____
START DATE: _____ END DATE: _____ # OF DAYS: _____	STATE OF: _____ COUNTY OF: _____
* A DETAILED DETOUR ROUTE MAP WITH WRITTEN STEP-BY-STEP DIRECTIONS MUST BE SUBMITTED WITH ANY TOTAL ROAD CLOSURE REQUEST.	NOTARY PUBLIC: _____
ALL WORK IS TO CEASE, ALL EQUIPMENT REMOVED AND ROADWAY REOPENED TO TRAFFIC OUTSIDE OF THE STANDARD WORK HOURS UNLESS OTHERWISE APPROVED BY THE DEPARTMENT.	SIGNATURE: _____
STANDARD WORK HOURS MON.-FRI*: 9:00 AM TO 3:00 PM FOR REGIONAL CENTER 8:15 AM TO 4:00 PM FOR THOROUGHFARE 7:00 AM TO 6:00 PM FOR NON-THOROUGHFARE	MY COMMISSION EXPIRES: _____
**SPECIAL HOUR REQUESTS SHALL BE NOTED BELOW AND REVIEWED PRIOR TO APPROVAL.	
SPECIAL DAYS AND/OR HOURS: _____	

FOR INTERNAL USE ONLY:

NOTIFIED?	APPROVED?
<input type="checkbox"/> IMPD	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
<input type="checkbox"/> SPECIAL EVENTS	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
<input type="checkbox"/> CUL. TRAIL/ BIKE LANE	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
<input type="checkbox"/> GEORGIA ST	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
<input type="checkbox"/> BLUEINDY/INDYGO	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
ADD CONDITIONS?	<input type="checkbox"/> Y <input type="checkbox"/> N

THE CITY OF INDIANAPOLIS
DEPARTMENT OF BUSINESS AND NEIGHBORHOOD SERVICES
1200 MADISON AVENUE, SUITE 100
INDIANAPOLIS, IN 46225
MAIN #: 317-327-8700
www.indy.gov/bns

E-MAIL: row@indy.gov
DIRECT #: 317-327-8583
FAX: 317-327-3125
REVISED: 04/27/2017

PERMIT AMOUNT _____

- A permit **MUST** be obtained for all activities located within the right-of-way such as: excavations, use, obstruction, trenching, boring, etc.
- Expect a 3-5 day (business day) turn-around time on standard permit requests. If permit is within the Regional Center, review times can vary since additional approval must be obtained from Special Events and IMPD. (Regional Center: The area which is bordered by and includes the following streets and public right-of-way: Sixteenth (16th) Street on the north, I-65/I-70 on the east, Morris Street on the south and the Belt Railroad on the west. In addition, the area also includes one-half block to each side of Meridian Street from Sixteenth (16th) Street through Thirtieth (30th) Street.)
- The applicant is **NOT** required to be a licensed General Contractor to obtain Right-of-Way Use permits. However, the applicant **MUST be a licensed, bonded and insured General Contractor** within Marion County to obtain permits to excavate within public Right of Way. The applicant must have the General Contractor's Business License Number in addition to the Authorized Agent's License Number on the application. The applicant must be an authorized agent listed on the company license in order to sign applications on the company's behalf when applying for Right-of-Way Excavation permits.
- An exact legal address of the parcel nearest to the location where the work is taking place is required on each application.
- The applicant must specify the area(s) being restricted (traffic lane, shoulder, sidewalk, bike lane or parking lane). Please indicate if restricting access to: ParkIndy (Meters) IndyGo (Bus Stations), BlueIndy (Electric Cars), Cultural Trail or any other CityTrails.
- Prop No. 65. Section 645-703. Please contact the Utility Coordinator at the Department of Public Works (DPW) if placing a new utility pole or wireless support structure in the public ROW, in a residential area, at least 20 days before work is to begin. The Department will notify the public 10 days in advance by posting notice to the City website at www.indy.gov/dpw under the Street Closing Alerts.
- If the applicant is going to use scaffolding, you must submit the specifications, elevations and details of what materials are being used, the sizing of those materials and members shown on the plans, and a plan drawn to scale. Permits are subject to additional approvals through our Building/Structural Department.
- The applicant must identify the exact date or date range for which the work will actually take place. A permit can be extended **one** time only. You must contact our office **BEFORE** the date the permit is due to expire. If extended and additional fees due, fees must be paid before the re-issuance of the extended permit. The permit request must be submitted in writing by the applicant and is subject to re-approval. A new application and permit will be required for any subsequent extensions. Expired permits will not be extended.
- Any work in and/or use of the Right-of-Way within the Regional Center or as directed by staff must have an ILEA (Indiana Law Enforcement Academy) officer on site at all times, an arrowboard & cones in traffic lane(s) restricted. You can contact IMPD for this information at (317) 327-6532.
- To apply for a **TOTAL ROAD CLOSURE** permit, the applicant must submit a site plan/map as well as a detailed written description of a detour route. The application must be submitted for review and approval two (2) weeks prior to the start date and post signs to inform the public of the upcoming closure. The applicant must notify all affected businesses, churches, schools, residences and emergency services of the closure and provide step-by-step directions of traffic detour. Closures are subject to ROW Inspector, Special Events and IMPD approval, so approval times could vary.
- **ALL EXCAVATION** permits must be activated for inspection 24-hrs prior to the commencement of work. The phone number listed on each permit. The number is (317) 327-5525.
- Please adhere to the City Notice Ordinance Section 391-301 and 302.
- **A copy of the Regulations for Activities within the Public Right of Way can be found:**
<http://www.indy.gov/eGov/City/CodeEnforcement/Forms/Infrastructure/REGULATIONSFORACTIVITIESWITHINPUBLICRIGHTFebruary2007.pdf>
- **ALL** City Codes can be found under www.municode.com